

**CLASS SPECIFICATION**  
**SAN DIEGO CITY SERVICE COMMISSION**  
**SENIOR LEGISLATIVE RECORDER**

**DEFINITION:**

Under direction, to supervise and participate in specialized and complex work of subordinate Legislative Recorders responsible for recording the official actions taken by the City Council at public meetings; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Schedules and coordinates the work of subordinate Legislative Recorders;
- Develops and revises work procedures as required;
- Monitors the initiation of Council directives for timeliness, consistency and appropriate distribution;
- Reviews meeting minutes for clarity and accuracy;
- Selects, trains, and evaluates the performance of subordinates;
- Takes minutes of meetings of the Council or other City Boards or Commissions ranging in topics and complexity;
- Independently drafts meeting minutes;
- Ensures the accuracy of agenda content and format;
- Distributes official meeting notices;
- Composes directives, referrals, memoranda, and responses for special transcription requests;
- Records pertinent City legislative body actions and disseminates information to appropriate agencies and/or persons;
- Researches and maintains complex manual and computerized files, logs, and records;
- Officially certifies agreements;
- Sets up acquisitions and resolutions;
- Responds to inquiries relative to City legislative body actions and/or procedures;
- Independently composes and types correspondence.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience as a Legislative Recorder II for the City of San Diego. Ability to type at a minimum corrected speed of 50 words per minute and take dictation at 90 words per minute.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.